

| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | | 1. Agency Position No. | | |
|--|--|---|--|--|--|--|------------------------|----------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation (Show any positions replaced) NAF PD 201 | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> New <input type="checkbox"/> Other | | 4. Employing Office Location | | 5. Duty Station | | 6. OPM Certification No. | |
| | | 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive | | 13. Competitive Level Code | |
| 15. Classified/Graded by | | Official Title of Position | | | | Pay Plan | | Occupational Code | |
| a. Office of Personnel Management | | | | | | | | | |
| b. Department, Agency or Establishment | | Regional Child & Youth Program Dir | | | | NF | | 1701 | |
| c. Second Level Review | | | | | | | | 04 | |
| d. First Level Review | | | | | | | | SN | |
| e. Recommended by Supervisor or Initiating Office | | Regional Child & Youth Program Dir | | | | NF | | 1701 | |
| | | | | | | | | 04 | |
| 16. Organizational Title of Position (if different from official title) Regional Child & Youth Program Director | | | | | | 17. Name of Employee (if vacant, specify) | | | |
| 18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY | | | | | | c. Third Subdivision | | | |
| a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND | | | | | | d. Fourth Subdivision | | | |
| b. Second Subdivision | | | | | | e. Fifth Subdivision | | | |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. | | | | | | Signature of Employee (optional) | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that | | | | | | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | |
| a. Typed Name and Title of Immediate Supervisor | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP | | | |
| Signature _____ Date _____ | | | | | | Signature <u>G. Young</u> Date <u>10/9/08</u> | | | |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | | 22. Position Classification Standards Used in Classifying/Grading Position | | | |
| Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER | | | | | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | |
| Signature <u>S. J. New</u> Date <u>10/9/08</u> | | | | | | | | | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | |
| a. Employee (optional) | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | | | | | | | | |
| 24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | |

Regional Child and Youth Program Director **GS-1701-12 or NF-1701-04**

Introduction

The purpose of the Regional Child and Youth Program (CYP) Director is to provide oversight to CYP programs at installations within a metro area to facilitate the provision of safe, healthy, secure, and developmentally appropriate services for children and youth within a metro area.

The incumbent is responsible for planning and executing the Regional CYP in a metro area through the administration, operation and technical direction of any or all of the following programs as applicable to the installations: Child Development Centers (CDC), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP) and Resource and Referral (R&R) programs in the area. A variety of services are provided for children 6 weeks to 18 years of age in accordance with demand and available funding, including full time child care programs, hourly care, evening and weekend care, emergency care, special needs care, respite care, parent education, resource and referral services, and extended staff development programs. The incumbent works with all of the installation CYP Directors to ensure that the CYP functions as one unit through implementation of an organizational structure that promotes communication among programs and information and resource sharing.

Major Duties and Responsibilities

Major duties and responsibilities of the Regional CYP Director position include program operations/management, budgeting and financial management, personnel management, policies and procedures, and compliance, among other tasks. These tasks are summarized below.

Program Operations/Management

- Responsible for the administration, operation and technical direction of CYPs within a metro area, which may include CDCs, CDHs, SAC programs, YPs, and a R&R program to facilitate the identification of child care services and options for authorized patrons.
- Executes a child placement system for the metro area, including a central enrollment registry when installations are located in the same geographical vicinity and a single Central Waiting List (CWL) for ages 0-12 for the entire CYP program or geographical vicinity.
- Develops a Standard Operating Procedures (SOPs) manual, CYP Professional Handbook and a parent handbook for the CYP in coordination with all installation CYP Directors for efficient operation and management of facility and programs for use within the metro area.
- Implements a Parent Participation Plan at each installation, including a Parent Information Board (PIB) that includes parents and representatives from CDC, CDH, SAC, and YP as applicable to each installation.
- Executes a joint CYP Special Needs Review Board (SNRB) at each installation.
- Ensures the coordination of CYP-wide events and activities at individual installations and, if applicable, across the metro area.
- Issues an installation-wide fee letter for all installations within the metro area.
- Ensures fluid communication among CYPs on each installation and within the metro area.
- Serves as the liaison with the Regional CYP Manager on all CYP issues.

Budgeting and Financial Management

- Compiles program statistical data for reports and data calls and keeps Command abreast of trends, policy changes, program deficiencies and needs for specific installations and for the metro area.
- Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment.
- Oversees the collection, accurate accounting and reporting of funds received from patrons.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

Personnel Management

- Responsible for the supervision of employees and volunteers. The types and number of employees supervised by this position will vary based on actual program requirements. Supervisory responsibilities include supervision of installation CYP Directors within the assigned metro area, CYP Training Specialists, and Training and Curriculum (T&C) Specialists.
- Coordinates the use of employees across the CYP with all installation CYP Directors, including the development and use of a singular staffing schedule when applicable to ensure efficient use of employees across the CYP.
- Ensures that the CYP Training Specialist(s) assigned to each installation are utilized across the CYP effectively in accordance with CYP Management Standards.
- Initiates a CYP-wide training program by ensuring that the CYP Training Specialists and T&C Specialists develop targeted, integrated training plans that account for the common and unique training needs of staff across the CYP at installations within the metro area.

Compliance

- Ensures compliance with all Department of Navy (DoN), Department of Defense (DoD), State, Federal and local instructions, standards, regulations, and policies and procedures as they apply to the total CYP.
- Maintains documentation for Commander, Navy Installations Command (CNIC) and Multi-Disciplinary Team Inspections and is responsible for timely corrective actions plans for all installations within the metro area.

Additional Responsibilities

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other regional duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, recreation, physical education or related field of study that included a major study in education AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.
 - OR
 - A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth.
 - OR
 - A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Knowledge of the principles of child and youth development and in designing and managing exceptionally complex programs that include, but are not limited to, safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management.
- Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Possess necessary skills in program planning, organizing and coordinating to devise and carry out a variety of program components.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Knowledge of financial management, budgeting, and purchasing as it pertains to a child and youth program.
- Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child and youth regulations and procedures; and other regulations and instructions pertaining to military child care.
- Strong supervisory and business skills and ability to provide positive personnel management. Strong interpersonal communication and leadership skills to facilitate and organize a collaborative and cohesive installation CYP team.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under the general supervision of the Regional CYP Manager. Supervisor provides only administrative guidance of overall program objectives. The incumbent is expected to plan, administer and execute responsibilities and duties with little guidance. Work is reviewed in terms

of overall effectiveness and successful operation of the program, compliance with policies and regulations, and patron and command satisfaction.

The incumbent plans and carries out various phases and projects of the program and handles conflicts and deviations in accordance with instructions and policies. Supervisor periodically checks operation to ensure that the program is responsive to the needs of participants and that the program objectives are achieved. Problems requiring technical guidance may be referred to the supervisor or a higher authority for review and action as appropriate.

Factor 3. **Guidelines**

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for the National AfterSchool Association (NAA), National Association for the Education of Young Children (NAEYC), and National Association for Family Child Care (NAFCC); Boys and Girl's Club of America (BGCA) standards and other applicable instructions and regulations. Specific goals concerning the responsibilities for planning and coordinating management activities are not available and must be identified by the incumbent.

The incumbent must be able to interpret and adapt guidelines as needed to fit specific child and youth needs at any given time. When necessary, the incumbent recommends additions or amendments to guidelines as the result of evaluation of programs and the determination of specific needs.

Factor 4. **Complexity**

Assignments are diverse in nature and include numerous unrelated processes and procedures in a wide variety of activities, wherein primary care of children and youth may present unusual decisions based upon life and death situations and circumstances. The health, safety and security of children and youth must supersede all other considerations. The complexity of the CYP requires detailed planning, execution and strict adherence to complex regulations and employment requirements while providing an environment that is nurturing and supportive of children and youth's needs.

Facilities and playgrounds require continuous evaluation in order to provide safe, developmentally appropriate activities that meet the needs of a variety of age groups. Decisions require assessment of participants' interests and needs, funding sources, employee and volunteer support, and an understanding of financial and personnel management. The success of the program requires ongoing interpretation of program developments and trends, a wide range of decisions regarding program plans, and innovation in developing and refining methods and techniques to be used in solving problems and deficiencies.

Factor 5. Scope and Effect

The incumbent is responsible for planning and implementing a developmentally appropriate CYP in a metro area through the administration, operation and direction of CDC, CDH, SAC and/or YP at the installations within the region. This includes oversight of all program components and services offered within the metro area, such as training, inspections, educational practices and procedures, programming, and customer service. A variety of different types of services are provided, each requiring special planning and management skills.

The incumbent is responsible for ensuring that the metro area CYP operates in compliance with the DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; MCCA; NAA, NAEYC, and NAFCC accreditation standards; BGCA standards; and any applicable Federal, State, and local instructions, standards, policies and regulations. Evaluates the effectiveness of the child and youth programs and activities provided at all installations within the metro area, coordinates and maintains documentation of program inspections, and implements corrective action plans. The incumbent assists in identifying special funding resources to offset costs to provide extra services within the metro area CYP.

The incumbent ensures command personnel at installations within the metro area are able to complete mission requirements knowing that their children are cared for in safe and secure environments where their developmental needs are being met.

Factor 6. Personal Contacts

In addition to contacts with patrons and their parents, contacts includes base personnel; APF and NAF employees; supervisors; on and off installation support agencies; higher headquarters personnel; educational, social and civic agencies; colleges and universities; and other military child and youth personnel, either individually or in groups in structured settings. Personal contacts also include installation CYP Directors with the goal of facilitating communication and ensuring that the CYP functions as one unit, thereby contributing to the efficient operations of the overall program.

Factor 7. Purpose of Contacts

The purpose of contacts is to promote, plan, implement, provide information, answer questions, solve problems, train, influence cooperative attitudes, and coordinate with military and civilian resources in order to maintain a successful CYP. The purpose of contacts with other groups or individuals is to promote the cooperation and collaboration of the groups or individuals or for arranging for supplies and services needed with vendors. The incumbent must skillfully promote the highest possible degree of program execution and cooperation through innovative program planning and presentation and through effective public relations methods and techniques.

Factor 8. Physical Demands

The incumbent may be required to do considerable standing and/or walking and must be able to drive an automobile to oversee distantly located programs. However, most of the work of this

position is done in a setting where no special physical demands are made. The incumbent may be required to drive an automobile when visiting other CYP sites.

Factor 9. Work Environment

The work environment involves everyday risks, which require normal safety precautions typical of such places as offices, residences or commercial buildings. The work area is usually adequately lighted, temperature controlled, and ventilated. The incumbent may work an uncommon tour of duty to include evenings and weekends.